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NOV 28 1950

MEMORANDUM FOR: The Honorable  
The Secretary of State

ATTENTION: Mr. Carlisle H. Humelsine  
Deputy Under Secretary

SUBJECT: Liaison with Department of State

1. This is in reply to your letter of 2 November 1950 relative to designation of liaison officers, which has been the subject of several conversations at staff levels and of careful consideration by this Agency.

2. While it is believed that administrative support could be more effectively rendered by a direct relationship between the Executive of the Central Intelligence Agency and your office, or some other point within the administrative area of the Department, this Agency accepts the liaison designations submitted in your letter of 2 November with the understanding that the relationship will be reviewed from time to time to determine if this Agency and the Department are in agreement concerning the efficiency and appropriateness of the arrangement.

3. Until further notice the liaison officers designated below will perform functions on behalf of this Agency as follows:

Policy Clearance Liaison Officials

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- a. For the Office of Special Operations:  
Colonel Robert [ ] Assistant Director for Special Operations
- b. For the Office of Policy Coordination:  
Mr. Frank Wisner, Assistant Director for Policy Coordination
- c. For other offices of CIA:  
Mr. William H. Jackson, Deputy Director of Central Intelligence

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Administrative Liaison Official

- a. For all offices of CIA:  
Mr. Murray McConnell, Executive

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NO CHANGE IN CLASS. [X]  
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Budgetary and Finance Liaison Official

- a. For all offices of CIA:  
Mr. E. R. Saunders, Comptroller

4. It is hoped that the appointment of an Administrative Control Officer in the Department will expedite the personnel processing envisaged by the Program for Cooperation Between the Department of State and the Central Intelligence Agency in Connection with Foreign Service Establishments. Every effort will be extended by this Agency to establish with the Administrative Control Officer a sound working relationship so that administrative requirements can be securely and promptly accomplished.

5. Two accepted copies of each agreement are returned herewith for your signature, one of which should be returned for our files.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

/s/  
WILLIAM H. JACKSON  
Deputy Director of  
Central Intelligence

2 Encls.  
Overt Agreement (2)  
Covert Agreement (2)

Copies to:  
AD/PC  
AD/SO  
Comptroller  
Gen. Counsel  
Deputy Director (2) ✓  
Central Records  
Exec (2)

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MEMORANDUM OF AGREEMENT BETWEEN THE  
DEPARTMENT OF STATE AND THE CENTRAL INTELLIGENCE AGENCY  
OGC Has Reviewed

## I. Purpose

This agreement is entered into between the Department of State (hereinafter referred to as the Department) and the Central Intelligence Agency (hereinafter referred to as CIA), to make administrative provisions for budget and finance procedures pertaining to the support of overt assignments of personnel of the Department (including Foreign Service personnel) to CIA Washington and field activities in the continental United States. This agreement also provides a basis for such other budget and finance arrangements as may be mutually agreed upon. This agreement does not cover those personnel details of a temporary nature or those assignments [redacted] or regular inter-service assignments as provided for in the Foreign Service Act, or other nonreimbursable assignments mutually agreed upon. This agreement will cover all assignments of Departmental personnel now or hereafter made to all CIA Washington and domestic field office activities unless for security reasons appropriate officials determine that reimbursement should be made under the terms [redacted]. Appendices may be added or amendments made to this agreement to cover other budget and finance arrangements of an overt nature as mutually agreed upon in writing by appropriate officials of the Department and CIA.

## II. Salaries

Advances will be made to the Department at the beginning of each quarter. Such payments will be based upon the salary compensation paid by the Department minus other direct costs will be borne by CIA. Quarterly estimates will be based on known and anticipated needs for each quarter by grades, positions, and types of officials assigned. Adjustments will be made for over or under-payments for the preceding quarter. Fourth quarter adjustments should not normally be necessary.

## III. Travel Arrangements

Any required temporary duty travel in the United States will be covered by appropriate CIA authorizations and all expenses will be paid to the officials concerned by CIA. Travel from overseas posts to the continental United States prior to detail to CIA and, in the event of assignment for overseas duty, the travel, salary, and other expenses incident thereto will be handled under the terms of costs arrangements consummated for such purposes.

## IV. Liaison

Liaison between the Department of State and the Central Intelligence Agency pertinent to this agreement shall be controlled at points designated

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by each agency for policy clearance, administrative coordination and implementation, and budgetary planning and reimbursement as follows:

a. The Policy Clearance Liaison Official shall be responsible for securing or ensuring operation and policy clearance, and establishing security standards for each activity requiring administrative support, and for advising the appropriate Administrative Liaison official thereon.

b. The Administrative Liaison Official of each Agency shall be responsible for intra-agency administrative coordination, implementation and maintenance of established security provisions.

c. The Budgetary and Finance Liaison Official shall be responsible for the establishment of cost factors, the transfer of funds between Agencies, and the accomplishment of the necessary budgetary planning and allotment adjustments.

d. Additional liaison points at appropriate working levels may be established at the discretion and under the control of the Administrative Liaison Official.

e. Each Agency will determine if one or more officers will be designated to represent it in the discharge of the liaison responsibilities listed in a, b, and c above.

ACCEPTED:

ACCEPTED:

18/  
William H. Jackson  
Deputy Director of  
Central Intelligence

Carleton H. Hummel  
Deputy Under Secretary  
for Administration  
Department of State

Date: NOV 28 1950

Date: \_\_\_\_\_

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